

Internal Audit's Newsletter – Spring Edition 2010

Spring 2010



City of Wilmington's Code of Ethics... Are you compliant?



INTERNAL AUDIT UPDATES & REMINDERS:

Please note that sharing passwords is a violation of the City's IT Policy, Administrative Policy 403, Directive 12.6.

When you step away from your desk, don't forget to **LOCK YOUR COMPUTER!**

Federal Trade Commission's "**RED FLAG RULES**" are still delayed until **June 1, 2010!**



Internal Audit Webpage
Have you checked out Internal Audit's Webpage lately? We have new updates all the time.

Audit Committee Agendas & Minutes can be found on Internal Audit's Webpage!



City of Wilmington's Code of Ethics for Officers and Employees Summarized...

The City of Wilmington expects you to treat its citizens with courtesy and respect. You must avoid actual and potential conflicts between your private self-interest and the public interest. Here is a summary of things the Code of Ethics lists that you cannot do...

- Engage in any transaction which impairs your independence of judgment as an employee.
- Have any financial or other interest from a private business or professional enterprise that will be affected by the outcome of any matter under consideration with the City.
- Have such interest in any matter that may be adverse to the public interest.
- Use any city-owned property for any business purpose that results in any personal gain.
- Use or disclose confidential information concerning any affairs of the city for the purpose of advancing with any personal gain for your or others.
- Accept gift, favor or anything of value, material thing or promise, from any person who is interested in any manner in business dealings with the City.
- Accept any gift, favor or anything of value that may influence you in the discharge of your duties.
- Appear before the council or any board, commission, department or agency of the City in behalf of private interests in any matter which will be in conflict with your duties.

Full Code of Ethics is located in the City of Wilmington's Employee Handbook (page 3)



INTERNAL AUDIT CURRENT EVENTS

- ❖ Don't forget about the City's **Fraud, Waste & Abuse Hotline!** (910.772.4120)
- ❖ The **Institute of Internal Auditors** (www.theiia.org) conducted a Fraud Survey, dated February 4, 2010. It identified that fraudulent acts by employees and outsiders alike have risen since the onset of the 2008–2009 economic recession, and internal auditors predict that these criminal activities will continue unabated throughout 2010 despite increasing management deterrence efforts.
- ❖ An **Audit Committee** meeting was held March 22, 2010 in the City Manager's Conference Room. If you want to review the agenda, go to Internal Audit's Webpage.
- ❖ The Next Audit Committee meeting is scheduled for **May 17, 2010** in the same location.
- ❖ **Cash Handling Policy Training is NOW AVAILABLE!** Go to the Internal Audit Division Intranet Page to complete the training.
- ❖ Internal Audit is currently working on the **Fire Department's Firefighters' Relief Fund** Audit for the 2009-2010 Fiscal Year

REPORTS / MEMO'S RECENTLY RELEASED:

- ❖ **Loan Division Audit Report** – Released February 22, 2010 (If you want to read the report, go to Internal Audit's Intranet Page)

Please Contact Internal Audit with any questions or concerns at (910) 341.5828 or allison.collins@wilmingtonnc.gov